



## Terms & Conditions

### for The Lynda Fairly Carpinteria Arts Center Site Rentals

The Lynda Fairly Carpinteria Arts Center ("CAC") is a multi-purpose facility in the heart of downtown Carpinteria, located just a few blocks from the beach. The CAC is dedicated to celebrating the arts and is available to rent for conferences, meetings, social events, and weddings. This list of facility rules and regulations is designed to help your event run smoothly.

## Terms & Conditions

### General

- A CAC Events Representative (a representative of the CAC who oversees events) is on-duty at all events. Check in with the Event Representative when you arrive and depart, and notify immediately if any problems arise during your event.
- After your event concludes, the Events Representative will walk through the venue with you to ensure it is left as it was found.
- Smoking any tobacco or marijuana products, including electronic vaping, is prohibited onsite and throughout the City of Carpinteria.
- Dogs, cats, birds, and other pets are not permitted, except for service animals specifically trained to provide assistance to an individual with a disability.
- Security guards are required for all events serving alcohol, all events over 100 guests, and upon discretion of the CAC. A professional security company must be contracted by client.

### Food & Catering

- Catering is available through the CAC preferred vendor list or other vendor with prior approval.
- There are no cooking facilities on the premises. The kitchen on-site includes refrigeration and prep space.
- Do not adjust the thermostat on the refrigerator.
- Kitchen build out is allowed in designated area. Build out must include fire extinguishers, adequate trash cans, and floor covering under all cooking equipment.
- All trash and recycling must be placed in designated receptacles.
- Self-catering (i.e. food you bring in and clean up) is allowed for meetings only. All self-catering must be cleaned up and removed at the conclusion of the meeting.
- All glassware, dishes, silverware, serving dishes, pots, pans, cookware, etc. must be brought in.
- All catering and service related items must be washed off site. No washing is permitted at the CAC.

### Beverages, Alcohol & Music

- If alcohol is sold or included in the entrance fee for your event, an alcohol permit must be obtained from the Alcohol Beverage Control Board (ABC) and displayed during the event. The CAC will facilitate the obtaining of this permit.
- It is illegal to serve alcohol to persons under 21 years old or persons who are visibly intoxicated. The Event Representative has the authority to suspend alcohol service if they observe underage drinking or behaviors associated with excessive intoxication.
- Recycling of glass bottles and cans is required. Place all glass bottles and cans in designated recycling dumpster.
- Any event serving alcohol will be required to have a security guard(s) contracted through the CAC.
- No unauthorized alcohol may be brought on the premises.
- Bar is required to be closed 15 minutes prior to the end of the event.
- All amplified music (i.e music, bands, DJs) is permitted only until 9:00pm per the City of Carpinteria. Amplified music must cease promptly at 9:00pm.

## Decorations

- Open candle flames are not permitted. Candles must be enclosed.
- Sequins, glitter, confetti, silly string, rice, and birdseed are not allowed in or around the venue.
- Nails, staples, thumbtacks, or duct tape are not allowed on any surface.
- All decorations including tape must be removed at the end of your event.
- The City of Carpinteria does not allow sparklers, fireworks, fire pits, floating fire lanterns, or gasoline on-site.
- Signs, banners or other materials cannot be displayed on the exterior of the Rental Facility, outside of designated areas.

## Tables, Chairs & Other Equipment

- The rental price does not include set up of facility tables and chairs.
- The facility tables and chairs must be returned to their original location at the end of the event.

## Access to Facility, Event Set Up & Clean Up

- Entrance to the facility prior to the rental start time is not permitted.
- All vendor installation and strike times must be approved by the CAC seven days prior to the reservation.
- Vendors must access the facility through the Yucca Lane gate for all deliveries, installations, and strike.
- Vehicles are prohibited from driving on to the courtyard.
- The CAC facility must be returned to its original condition.
- All portable planters must be returned to their original position.
- No items may be left overnight without prior approval.

## Parking

- For events exceeding 100 attendees, shuttles or parking services are required through the CAC preferred vendors.

## Gallery Restrictions

- Exhibitions, artwork and gallery walls cannot be moved or removed.
- Exhibitions and artwork cannot have anything draped over or attached to them, their base, pedestal or the wall they are mounted on.
- Any person whose behavior threatens, or appears to threaten, the collection or exhibition will be asked to leave.

By signing The Lynda Fairly Carpinteria Arts Center Site Rental Agreement document, you are agreeing to the outlined Terms and Conditions.